

Director of Development and Alumni Engagement

Upper Arlington Education Foundation (UA+Ed) & Alumni Association (UAAA)

Position Summary:

The Upper Arlington Education Foundation is a 501(c)(3) non-profit organization that provides access to meaningful opportunities for students that are beyond the budget of the Upper Arlington School District. Established in 1985, UA+Ed is permanently structured to fund programs and projects today and for generations to come. The Upper Arlington Alumni Association is an important part of the foundation and keeps graduates connected, engaged, and motivated to pay it forward.

UA+Ed is eager to welcome a development professional who believes in the mission and vision of the Upper Arlington School District, UA+Ed and UAAA. This new position reports to the Executive Director, and is being established to grow our team and increase our capacity to provide meaningful opportunities for students. This is a full-time salaried position with continued opportunity for career development.

The ideal candidate will be focused on building relationships, sharing gratitude, and preparing our Board of Trustees to be ambassadors of our mission. This individual will enjoy flexible hours and a hybrid schedule. The position will require some evening, weekend, and holiday working hours.

Responsibilities:

- Work closely with the Executive Director to develop, lead and manage a fundraising plan that aligns with UA+Ed's strategic planning priorities.
 - Identify, develop, and steward current donor relationships.
 - Partner with UA+Ed leadership to engage and solicit potential donors who share our mission and vision.
 - Develop fundraising goals and KPIs in partnership with UA+Ed leadership.
 - Oversee and organize events to connect, inform, and engage with our community members, donors, and alumni.
 - Work collaboratively with the team to manage, facilitate, and continually reimagine the Golden Bear Bash, our annual fundraiser.
 - Responsible for donor, volunteer, and alumni e-Tapestry data system management and analysis.
- Lead the Development & Engagement Committee of the board with support of the committee chair.
 - Provide training to the board to help them be confident and engaged storytellers, ambassadors, and fundraisers.
 - Management and implementation of development initiatives of the committee.
- Lead the UAAA with support of the Council President.
 - Manage the implementation of events and communication strategies to keep graduates connected, engaged, and eager to give back.
- Serve as a respected leader of the UA+Ed and UAAA within and beyond the Upper Arlington school community.

You will thrive in this position if:

- You are passionate about public education and want each and every student to be an engaged learner.

- You enjoy developing and growing relationships.
- You embrace fundraising as an opportunity to connect donors to meaningful opportunities.
- You are a skilled communicator who values our mission.
- You solve problems creatively and think critically.
- You value a collaborative and high performing culture.
- You understand the dynamics of a small team.

On the first day, you'll:

- Arrive ready to learn about UA+Ed and UAAA, our history, governance, and impact.
- Talk to at least one donor and/or one grant recipient.
- Ask questions and begin ideating development strategies.

Within the first month, you'll:

- Get to know members of our board of trustees and district administrators.
- Have meaningful conversations with a growing number of fund advisors, donors, and Bash Sponsors.
- Contribute to the planning and implementation of our current fundraising activities and events.
- Attend a Development & Engagement, and an Alumni Council meeting.
- Participate in a board meeting by co-leading a board development activity with the Chair of the Development and Engagement Committee.

Within the first year, you'll:

- Participate in raising agreed upon annual goals, approximately \$250,000.
- Engage UA+Ed donors and potential donors.
- Own development planning, activities, database, and fundraising events.
- Drive UAAA planning, communicating, and programming.

Qualifications:

- Bachelor's Degree required
- Five years experience in development required
- Knowledge of a fundraising CRM database (i.e. eTapestry) required
- Demonstrated excellence in organizational, managerial and communication skills
- Development experience in an education and/or foundation setting preferred
- Alumni and community relations experience preferred
- CFRE or similar certification preferred

Competitive salary and benefits

APPLICATION PROCEDURE

Interested applicants should submit a cover letter, resume, and supporting documents to:

UAED@teamclp.com

Attn: Michelle Montgomery, Circle Line Partners